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## How to obtain a UserID and Password

All NOAA Employees, Volunteers, Contractors, and NOAA Corps members are eligible to take courses from the Commerce Learning Center, when they have a valid ~@noaa.gov email address.

Accounts are established automatically when the following databases are completed accurately:

- A. [NOAA Staff Directory](#)
- B. [NOAA LDAP Database](#) (email accounts)
- C. [USDA NFC](#) database (Federal employees only)

To view your information click on links and follow the prompts.

- A. If your [NOAA Staff Directory](#) information is missing or not complete, select Add or Update member, and follow the prompts. For assistance, please send an email to [Production.Control@noaa.gov](mailto:Production.Control@noaa.gov).
- B. Your email address is used as your UserID for the Learning Center. For assistance on your email address and related information, contact your email administrator as shown in the [LDAP Database](#).
- C. For Federal Employees, your name as shown on your **Earnings & Leave Statement from the National Finance Center**, must exactly match the one shown in the [NOAA Staff Directory](#). To obtain information about how your name appears in the USDA NFC Database, see your [NFC Employee Personal Page](#), or contact your servicing [Human Resources representative](#).

Once information is correct in all 3 databases, it becomes part of a daily data feed sent to DoC and to the Learning Management System provider to establish an automated account for you.

If your account is not established within 1 week of updating your data, see [Login Assistance](#).